CONFIDENTIAL

4 April 1973

MEMORANDUM FOR: DD/PTOS

SUBJECT : Security Awareness (Poster) Program

25X1A

1. On 5 March 1973, [   ] submitted the attached memorandum which proposes a security poster program (Attachment A). Since the subject of posters had been previously discussed in meetings of the Long-Range Planning Group and the Management Advisory Group, I advised [   ] that his proposed program would be considered at the next combined meeting of these groups. The meeting was held on 29 March 1973; the results of which are set forth in the attached Memorandum For The Record, dated 3 April 1973 (Attachment B).

2. [   ] submitted nine proposed posters for consideration. During the meeting, I took the opportunity to obtain an evaluation of each one. Each member voted "yes," "no," or "maybe" on each of the posters. The tally is indicated on the sample posters attached to Mr. [   ] memorandum.

3. Please take the program from here, using such suggestions submitted by [   ] and those of the two groups mentioned as you deem appropriate. I would be interested in your final plans before a formal poster program is initiated.

Deputy Director of Security

Attachments

CONFIDENTIAL   E2 IMPDET
                 CL BY: 000204

Distribution
0 - DD/PTOS
1 - DD/Sec. L-R P. File
1 - Chrono

0 5 MAR 1973

25X1A

MEMORANDUM FOR: [   ]

Deputy Director of Security

SUBJECT : Security Awareness Program

25X1A

1. Experience as the Covert Action Staff Security Officer for three years and as the Security Officer [   ] for four years has shown me beyond doubt that people can be induced to practice better security if they are somehow motivated in that direction.

2. As you know, I created a Security Awareness Program for CA Staff from 1965 to 1968, which not only reduced dramatically security violations but actually created an esprit de corps within that staff to maintain a good security record. This program caused these employees to give some gratuitous consideration to improving their security habits, which was exactly the response I had hoped for.

3. I have been considering for the past several months how I can apply this system, which had such a definite affect on CA Staff, to the entire agency, or indeed whether it was even feasible to attempt such a program.

4. I now believe it is possible to conduct a program which will cause CIA employees, in a palatable way, to become more aware of their security responsibilities.

5. I have broken the various components of the agency; Deputy Directorate for Intelligence, Deputy Directorate for Plans, Deputy Directorate for Support, and the Deputy Directorate for Science and Technology, down into their own smaller components, which together number forty-eight. An example of this breakdown in the DDP would

be the area divisions; in the DDI, it would be the Information
Requirements Staff, Imagery Analysis Service, [   ] 25X1A
Service; in the DDS, the Office of Medical Services, Office of
Finance, Support Information Processing Systems; and in the
DD/S&T, it would include the Office of Elint, Office of Special
Activities, and Office of Special Projects. The office of the chief
of each of these various deputy directorates, as well as the Office
of the DCI, would be included as a unit.

6. These various forty-eight separate entities range in
numbers of people from as few as twenty to as many as several
hundred. My plan envisions creating posters tailored to the spe-
cific unit being serviced (see attached posters) and distributing one
to each employee in that unit. We already know from past experi-
ence that many of these posters are placed in prominent areas
within offices and become a reminder, hitting our targets in many
instances daily below the level of their awareness but still regis-
tering.

7. I would address myself to one unit (see the attached list
of 48) a month. One can see that to get completely through the Agency
will take four years.

8. In areas where we have professional security officers (22
separate entities), I would coordinate this program with them. The
area security officers could insure that when their particular unit is
due to receive the poster each employee receives one. The area
security office could then follow up to determine whether there has
been any enthusiasm for the program and whether it has made a dif-
ference in reducing security violations.

9. I have been informed by the Chief, Visual Aids, that there
would be no cost involved in producing these posters. This will be a
simplified in-house print job not requiring photographically prepared
plates. Therefore there will be no production costs. I was told that
they would be happy to do this for me in whatever amounts I required.

2

10. This program would be another manifestation of the Office of Security doing its job. We have multitudinous activities which never come to the attention of many people for obvious reasons. Here is an opportunity to let everyone in the agency know that the Office of Security is actually concerned about security violations, but concerned with a sense of compassion and humor. I feel it would be helpful to our image, and we know that as a stimulant to good security habits, it really works.

11. I request permission to pursue this program for a twelve month period beginning in March 1973. At the end of one year, we can assess our work to determine if we are pursuing a worthwhile program, which ought to be continued.

Respectfully submitted,

25X1A

/s/

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AGENCY COMPONENT BREAKDOWN

I. OFFICE OF THE DIRECTOR

A. Office of the Director of Central Intelligence (DCI)
B. Office of General Counsel (OGC)
C. Office of Legislative Counsel (OLC)
D. Office of Inspector General (OIG)
E. Office of National Estimates (ONE)

II. DDI AREA - OFFICE OF THE DEPUTY DIRECTOR FOR INTELLIGENCE

A. Information Requirements Staff (IRS)
B. Imagery Analysis Service (IAS)

25X1A
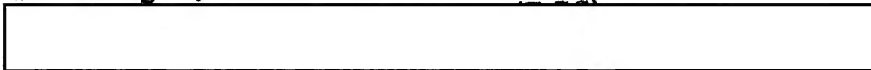
E. Central Reference Service (CRS)
F. Office of Basic and Geographic Intelligence (OBGI)
G. Office of Current Intelligence (OCI)
H. Office of Economic Research (OER)
I. Office of Strategic Research (OSR)
J. National Photographic Interpretation Center (NPIC)

III. DDS AREA - OFFICE OF THE DEPUTY DIRECTOR FOR SUPPORT

A. Office of Medical Services (OMS)
B. Office of Communications (OC)
C. Office of Finance (O/FIN)
D. Office of Logistics (OL)
E. Office of Personnel (OP)
F. Office of Security (OS)
G. Office of Training (OTR)
H. Support Information Processing Systems (SIPS)

IV. DDP AREA - OFFICE OF THE DEPUTY DIRECTOR FOR PLANS

    A. Africa Division (AF)
    B. Covert Action Staff (CA)
    C. Central Cover Staff (CCS)
    D. European Division (EUR)
    E. Far East Division (FE)
    F. Near East Division (NE)
    G. Western Hemisphere Division (WH)
    H. Foreign Resources Division (FR)

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    J. Foreign Intelligence Division (FID)
    K. Soviet Bloc Division (SB)
    L. Counter Intelligence Staff (CI)
    M. Information Systems Division (ISD)

V. DD/S&T AREA - OFFICE OF THE DEPUTY DIRECTOR FOR SCIENCE & TECHNOLOGY

    A. Office of Elint (OEL)
    B. Office of Research and Development (ORD)
    C. Office of Special Activities (OSA)
    D. Office of Computer Services (OCS)
    E. Office of Scientific Intelligence (OSI)
    F. Foreign Missile and Space Analysis Center (FMSAC)
    G. Office of Special Projects (OSP)
    H. Special Projects Staff (SPS)

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13 October 1972

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AREA SECURITY OFFICERS

Office	Name	RL	Ext.	Location
DCI/Sec. Stf.		1766	4155	7D-60, Hqs.
		9217	5906	
DDI		1908	5276	2F-24, Hqs.
FE		1887	5929	5E-2508, Hqs.
FI/D		9105	5314	7B-14, Hqs.
ISD/DDP		1644	4571	1D-4135, Hqs.
NE		9236	6741	6D-3123, Hqs.
NPIC		----	3546	
		----	2729	
OCS		1146	4011	2E-23, Hqs.
OEL/DDS&T		----	4517	
OL		----	2817	916 Ames Bldg.
ORD		----	2637	706 Ames Bldg.
		----	3327	

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Office	Name	RL	Ext.	Location
OSA/Sec. Stf.		----	4397 6453	
OSP/Sec. Stf.		1237	4153	5B-2820, Hqs.
OTR		----	3107	1016, C. of C. Bldg.
SB		1025	6308	5B-4804, Hqs.
SIPS		1103	4528	Sec. Rep., SIPS GA-0527, Hqs.
SMS/DDS&T		1084	4006	6E-38, Hqs.
		----	2160	200 E, Key Bldg. Mail: 1E-4846, Hqs.
SPS/DDS&T		----	6735	
TSD		----	2522	127 South Bldg.
WH		1546	6300	3D-3102, Hqs.
		----	Code 186 391-8121 Green: 3161	

25X1A

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1. MOUSE NIBBLES ON CHEESE HANGING ON STRING
2. WHICH ACTUATES TRIGGER ON
2. AUTOMATIC FIRING PROJECTILE
3. CUTTING STRING HOLDING STAND FOR
4. SEAL WHICH JUMPS INTO TUB OF WATER
5. SPLASHING SOME INTO FUNNEL WHICH THEN SPILLS
6. ON CAT CAUSING HIM TO JUMP ONTO BACK OF
7. DOG WHICH TAKES OFF WITH STRING ATTACHED TO
8. LANYARD OF CANNON WHICH FIRES AT MOUSE.
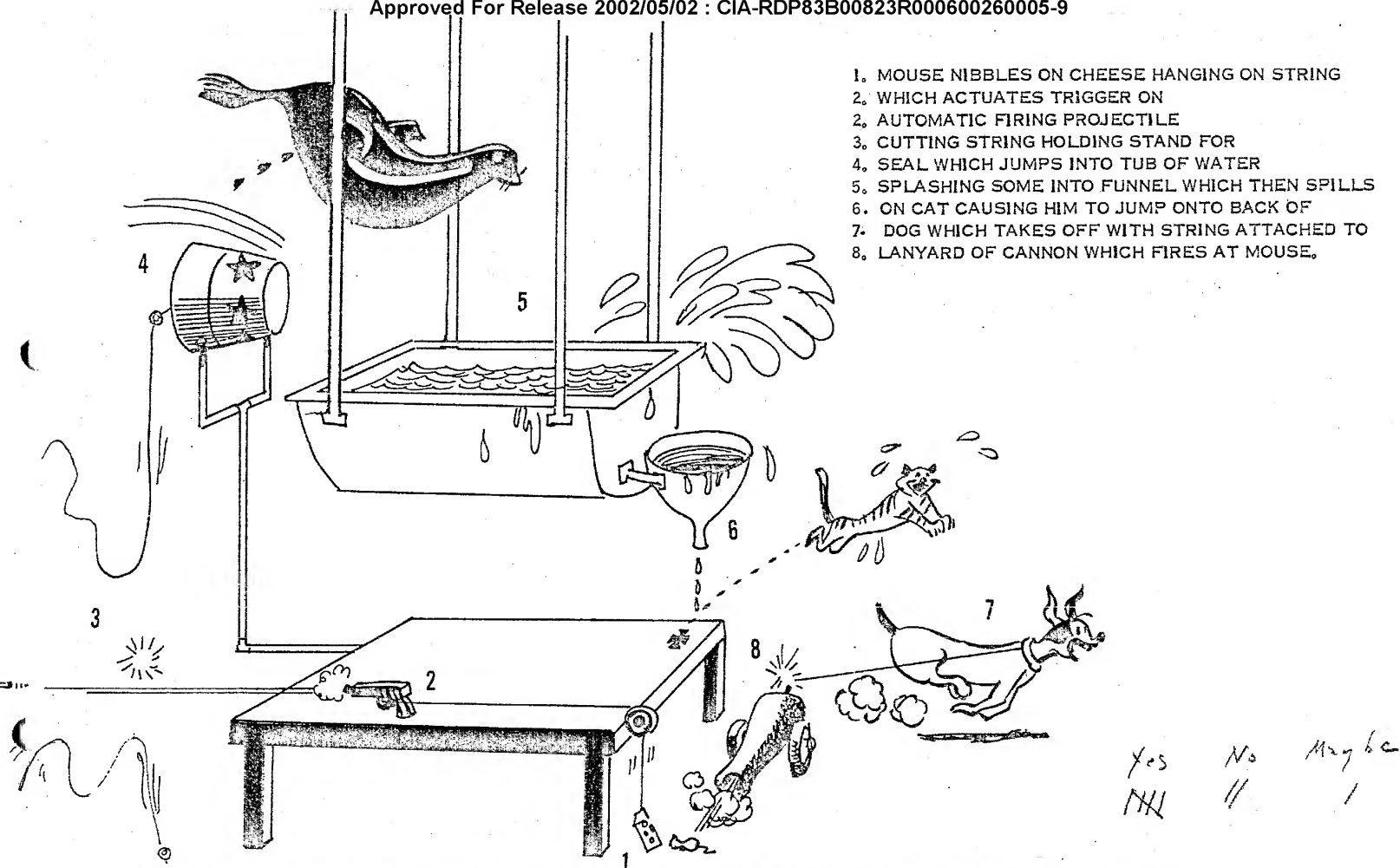
The better mousetrap to good GOOD SECURITY is the systematic approach:

✓ Clear the area of classified material   ✓ Put away your burn bag

✓ Lock your safe   before going home each evening
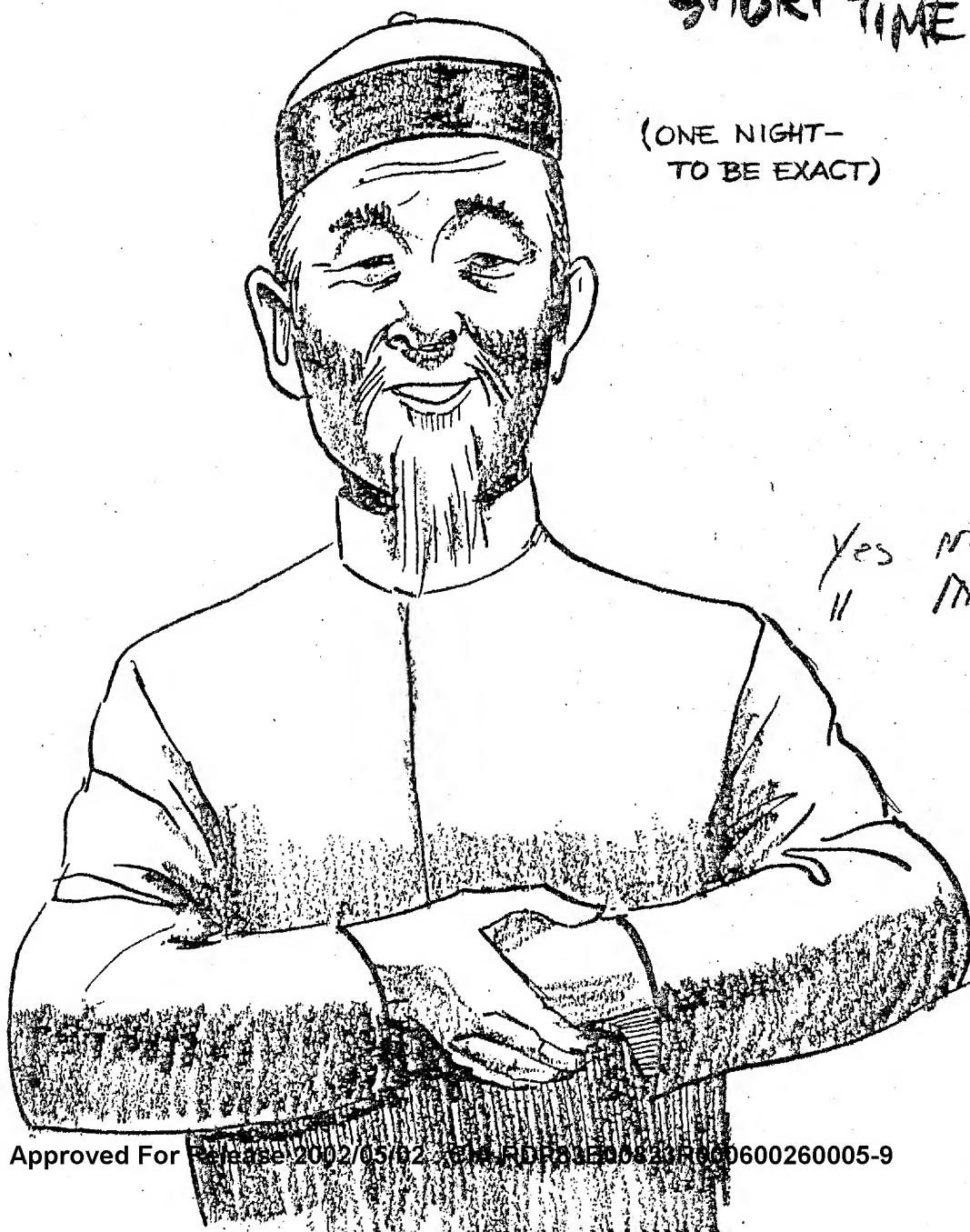
"I had no security violations last month !"

Yes   No   Maybe

ΙΝΗ   ΙΙ
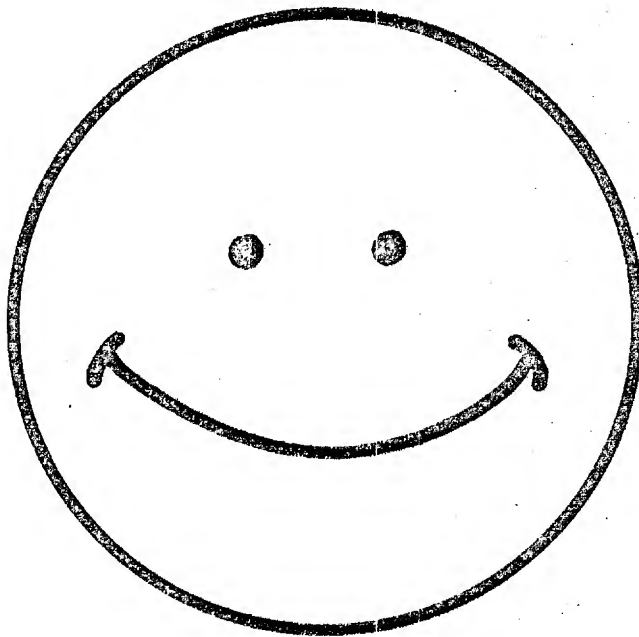
If the face fits -
wear it !

Putting it all together !

DON'T HURRY YOUR SECURITY CHECK

LOCK & CHECK ALL SAFES

REMOVE RIBBONS FROM TYPEWRITERS
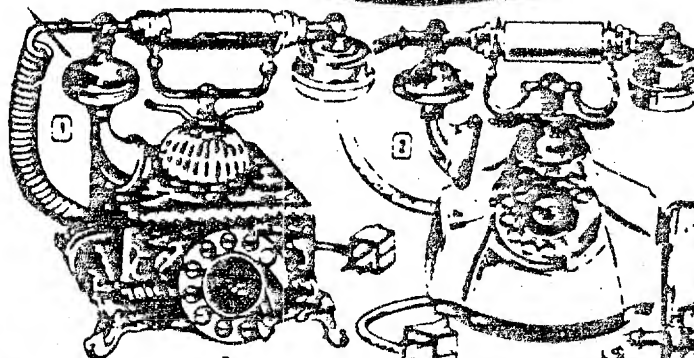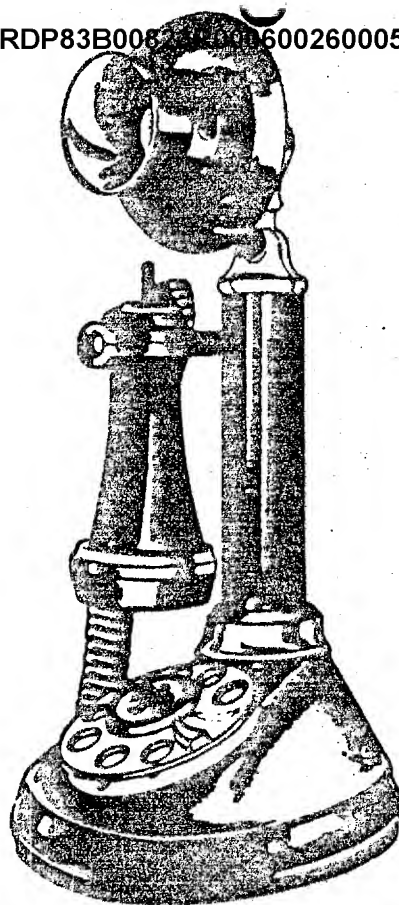
STORE BURN BAGS

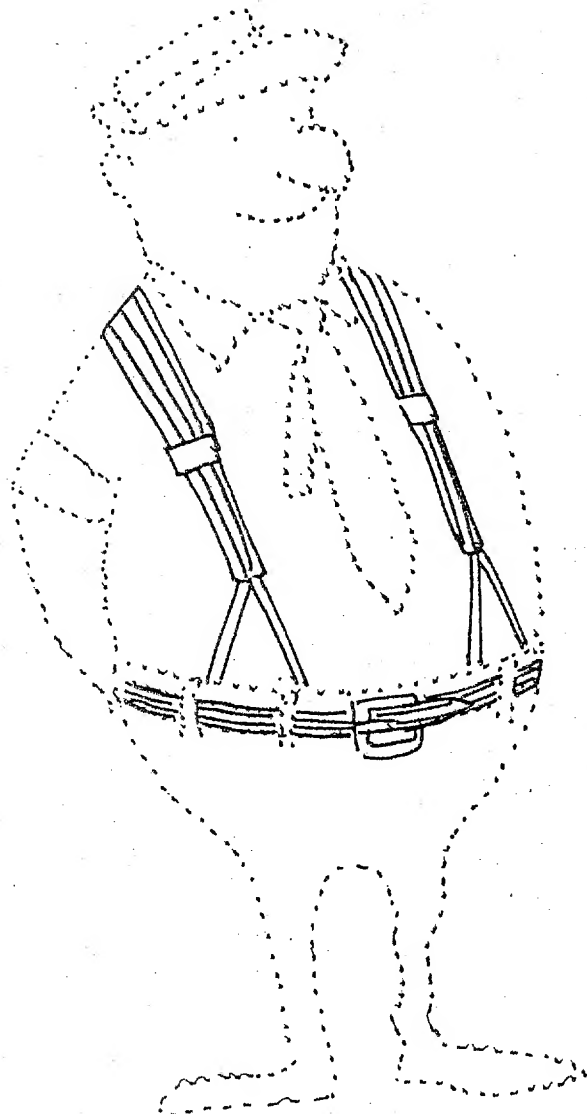PRACTICE NEED TO KNOW

PUT AWAY CLASSIFIED WORK
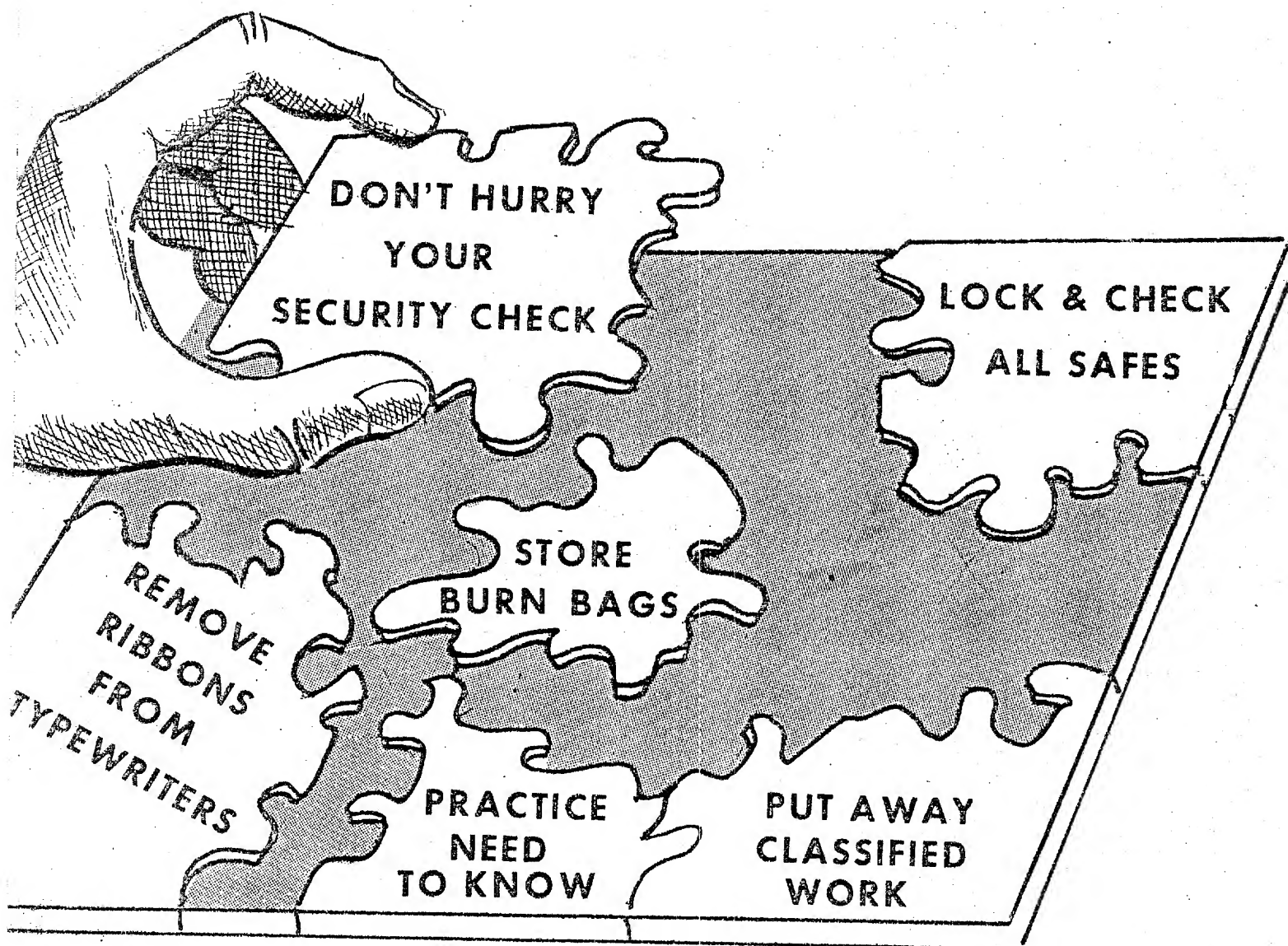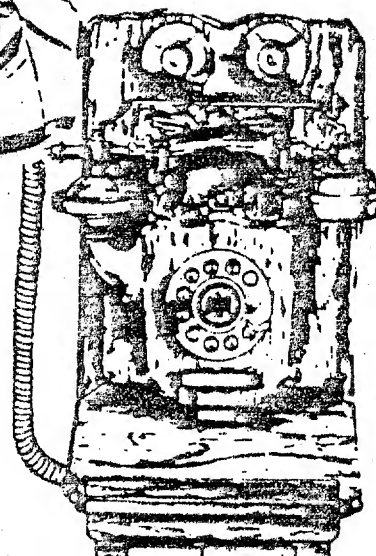
Yes   No   Maybe

The call to practice good security

has not changed through the years.

Answer by removing one-time

ribbons from typewriters and

locking safes

How secure can you get ??
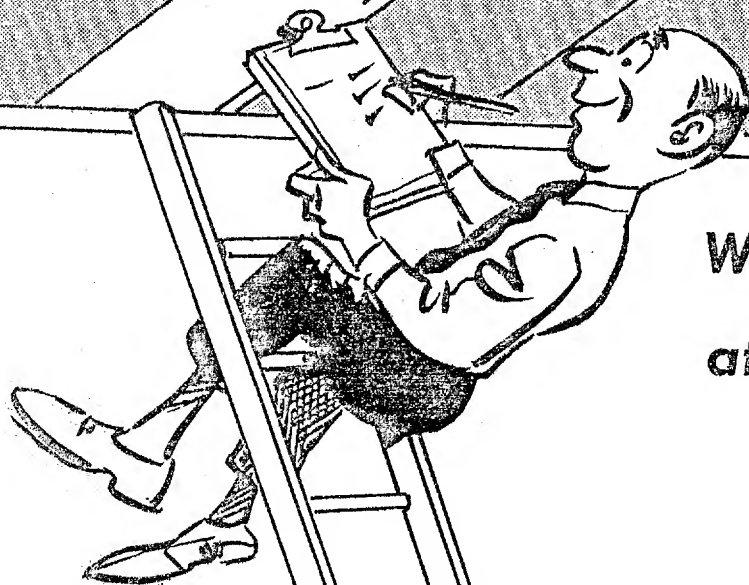
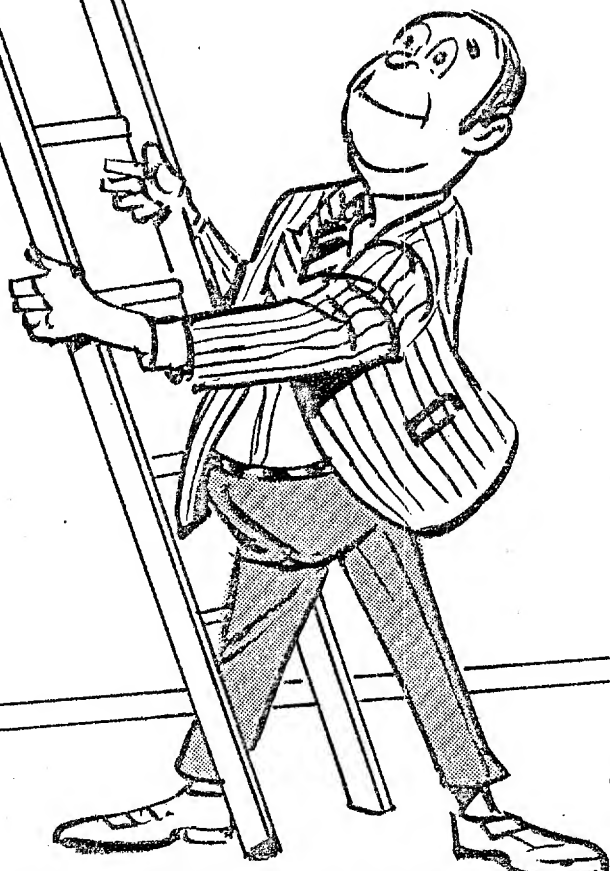COMPLETELY !

by . .

Removing one-time ribbons from typewriters.

Storing all classified information properly.

Discussing your work on a "need-to-know" basis only.

When you have the
after-hours security check

BE THOROUGH ! !

Prescription

for

Good Security
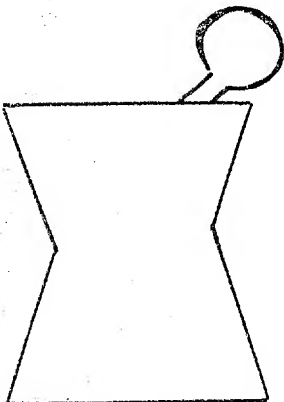
Rx

Dispense :

40 CC. Cura in loquendo de secretis

(Care in discussing classified material information)
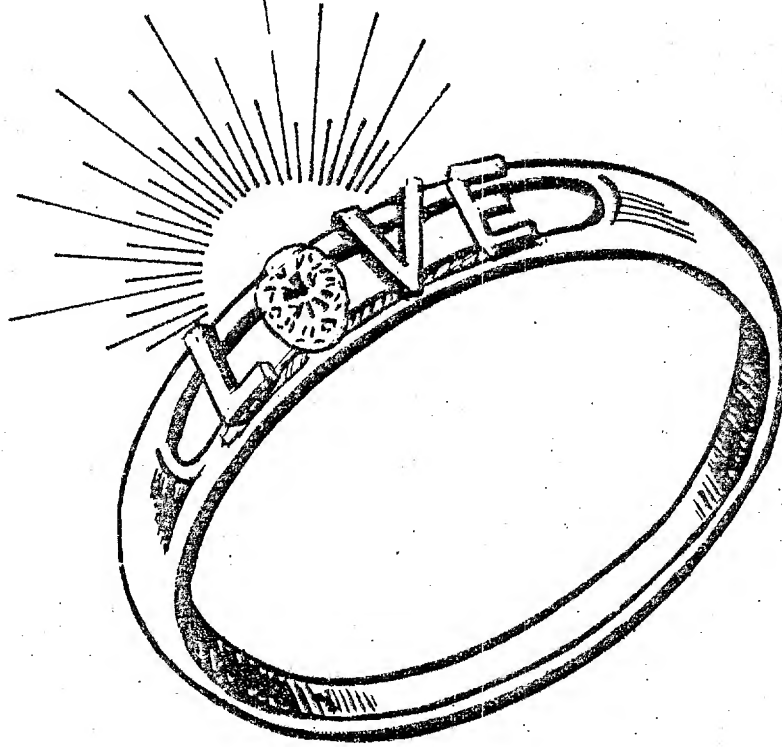
40 CC. Modus systematicus vespere claudendi

(Systematic evening close-up procedure)

40 CC. Deposito apta rerum ad republicae securitatem pertinentium
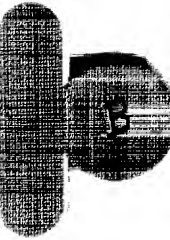
(Proper storage of classified material)

Let's get engaged...

in good security

Lock

Open

Vaults

Every evening

Yes   No   Maybe

3 April 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Security Awareness (Poster) Program

    1. The Long-Range Planning Group and the Management Advisory Group met on 22 March 1973. Having previously discussed the advisability of a sophisticated poster program, I submitted to the group for consideration Mr. ▯ proposal of 5 March 1973. The details are set forth in his memorandum to me, subject: Security Awareness Program.

    2. As a result of considerable discussion, the seven members present arrived at a general concensus on the following points:

    a. It was felt that the program as outlined by ▯ which would require four years to complete would be rather slow moving, somewhat wasteful of talent, and may lose its effectiveness over such a long period of time. Instead, it was felt that a suitable poster should be placed on the various Agency bulletin boards with a "take away" box under it which would contain a supply of similar posters.

    b. It was felt that posters should be changed on a monthly basis.

    c. Posters should be approved by a committee before being used.

    d. It was generally agreed that in order to achieve a degree of participation in the program it would be advisable to provide a telephone number

so that employees could answer a solicitation for ideas to be incorporated in future posters.

    e. Finally, the entire program should be reassessed after a six month's period.

    3. I advised the group that I would submit their thoughts to the DD/PTOS for consideration in the proposed poster program.

25X1A

Deputy Director of Security

LONG-RANGE PLANNING GROUP AND MANAGEMENT ADVISORY GROUP

29 March 1973 - 2:00 p.m. - 4E-64

I. Introduction

II. Items Under Consideration

    A. Results of suggestion to enroll persons in the
Agents course, for purposes of career broadening.

        1. Response   -   7

        2. Quota   -   5

        3. Selections -   5

        4. Attendees   -   2

    B. Results of suggestion to enroll persons in the
Physical Security course for purposes of career
broadening.

        1. Response   -   17

        2. Quota   -   10

        3. Selections -   10

        4. Attendees   -   10

    C. In depth debriefing of returning S.O.'s.

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    D. Development and identification of security generalists.

    E. [   ] *will develop Station Security Manual.*

III. New Item Received

    A. Security Awareness (Poster) Program

IV. Other new items from the floor.

Guidance memos on efficiency reports . . . or Staff meetings